



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

ADVERTISEMENT

INDIVIDUAL NATIONAL CONSULTANT - NATIONAL CONSULTANT TO REVIEW CLIMATE CHANGE INTEGRATION IN NATIONAL POLICY AND REGULATORY FRAMEWORKS (CONSULTANT SOUGHT IN ZANZIBAR)

Date: 09 Nov 2022

Procurement Notice No.: IC/TZA/2022/UNDP- 020

Duty Station: Dar es Salaam, Tanzania

Eligibility: **National Consultant** (Female Candidates are highly encouraged to apply)

Description of the assignment

- i) Based on best practices from NAP implementing countries, review the country's policies, plans, strategies, programmes, Acts and regulations from the relevant climate change sectors.
- ii) Conducts consultation with sectors' stakeholders to consolidate interview findings.
- iii) Use existing tools to analyze the extent of integration of climate change adaptation planning into policies, plans, strategies, programs, Acts and regulations.
- iv) Prepare a draft report to be presented to the feedback workshop.
- v) Prepare a final draft report with recommendations on the enhancement of climate change adaptation planning in national and sectoral policies and legal framework.
- vi) Prepare policy briefs for all sectors reviewed

Period of Assignment/Services: 28 Working days

Separate technical and financial proposals detailing understanding of the TOR, Assignment methodology and work plan should be submitted through; icprocurement.tz@undp.org not later than **Monday 21 Nov 2022 at 10:00 hrs. (Local time)**:

IMPORTANT NOTE: The reference of the IC Procurement Notice No. **IC/TZA/2022/UNDP-020** ("Zanzibar, Tanzania").

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail address: tenders.tz@undp.org. UNDP Tanzania will respond in writing or by standard electronic mail to the requestor and share the answer with all invited offerors without identifying the source of inquiry. Please Quote/Ref/: **IC/TZA/2022/UNDP-020** ("Individual - National consultant to review climate change integration in national policy and regulatory frameworks (Consultant sought in Zanzibar)") in all inquiries;

1. BACKGROUND

The Vice President's Office, a National Climate Change Focal Point and coordinator of climate change activities in the United Republic of Tanzania, in collaboration with UNDP is implementing a Project named "*Integrating Climate Change Adaptation into Tanzania's Planning Processes*." The project is a three-year project (2022-2024) funded by the Green Climate Fund (GCF) through the United Nations Development Programme (UNDP). The overarching objective of this project is to strengthen Tanzania's adaptive and resilience capacity by facilitating the integration of climate change adaptation into Tanzania's planning processes. The project objective will be achieved through three inter-connected outcomes: i) Adaptation planning governance and institutional coordination strengthened, ii) The evidence base for designing adaptation solutions strengthened, and iii) A national adaptation plan developed and validated. Implementation of this project is envisaged to overcome the critical climate change governance challenge of inadequate integration of climate risks and adaptation measures in Zanzibar's national and sectoral development plans and policies.....etc.....etc.....

2. DUTIES AND RESPONSIBILITIES

For detailed information on the tasks to be performed and expected deliverables, please refer to the Terms of Reference (TOR) attached.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS:

Academic Qualifications:

Profile of the national Consultant

Education:

A minimum of a master's degree in legal and policy analysis studies, climate change, environmental science, natural resources management, or any other qualification relevant to the assignment.

Experience:

- Must demonstrate experience of at least Five years in analyzing policy and legal frameworks about climate change adaptation.
- Knowledge of national and sectoral policies, legislations, and strategies is highly recommended.
- Experience in working with government sectors on environmental issues.
- Excellent writing and oral communication skills in Kiswahili and English.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS:

NOTE: Technical and Financial Proposals must be submitted separately. The two must NOT be combined.

i. TECHNICAL PROPOSAL

Interested Individual Consultants must submit the following documents/information to demonstrate their qualifications:

- (i) Explanation on why they are the most suitable for the work.
- (ii) Provide a brief methodology on how they will approach and conduct the work.
1. **Personal CV** including past experience in similar projects and at least 3 references with valid contact details (Please clearly indicate names, valid telephone numbers and e-mail addresses of referees).

ii. FINANCIAL PROPOSAL

The financial proposal shall specify a **total lump sum amount**, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output (For detailed payment schedule, please refer to the TOR attached). In order to assist the Requesting Unit in the comparison of financial proposals, **the financial proposal will include a breakdown of this lump sum amount.**

Travel:

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expense should be agreed upon, between the respective Business Unit and individual Consultant, prior to travel and will be reimbursed.

Proposed format for submission of Financial Proposal:

S/N°	Item/Description	Amount (TZS)
1.	Professional Fee (number of working day x Daily Rate)	
2.	Other expenses (please specify if any)	

5. EVALUATION METHOD

Individual Consultants will be evaluated based on the following methodology:

Cumulative Analysis:

The contract will therefore be awarded to the Individual Consultant whose offer has been evaluated and determined as both:

- Responsive/compliant/acceptable, and
- Having received the highest score out of the pre-determined set of weighted technical and financial criteria specific to the solicitation:

* Technical Criteria weight: 70%

* Financial Criteria weight: 30%

Only candidates obtaining a minimum of 49% points in the technical evaluation will be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
Technical :	70%	70
• Relevant academic education	10.00	
• Language skills	05.00	
• Knowledge of the area of work and expectation from the activities being covered	15.00	
• Relevance of professional experience in conducting assignments of similar nature and scope	25.00	
• Experience in writing/publication	15.00	
Financial:	30%	30

ANNEX 1 - TERMS OF REFERENCE (TOR)

ANNEX 2 - INDIVIDUAL CONSULTANTS GENERAL TERMS AND CONDITIONS

DocuSigned by:

Sergio Valdini
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Sergio Valdini

Deputy Resident Representative